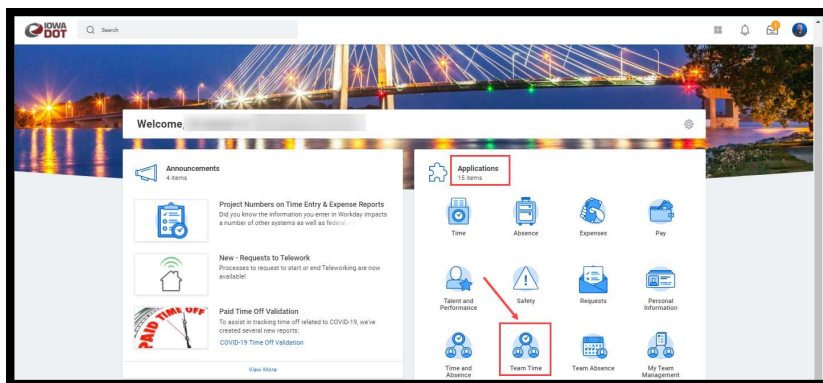


REVIEW TIME

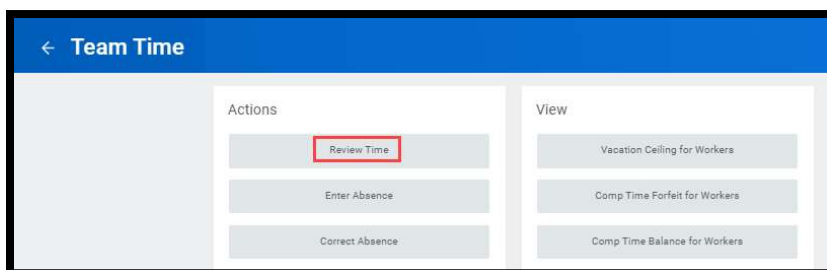
In Workday, you can review and approve time for one/several employees or your entire team at once (see Step 12.b on [page 3](#)). You can also view the team members of supervisors you manage. Workday allows you to access Review Time in **two ways** (choose either 1 a & b or 2 a & b. Starting with 3, steps are the same.)

1. From your **Home** page:

a. Click the **Team Time** icon  in the **Applications** section



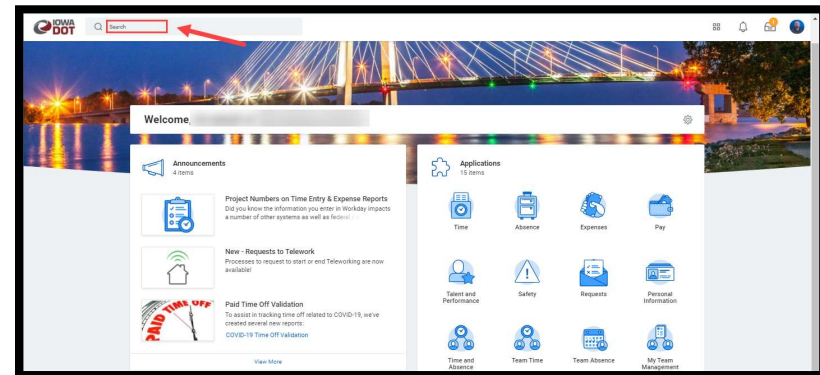
b. Click **Review Time** under **Actions**



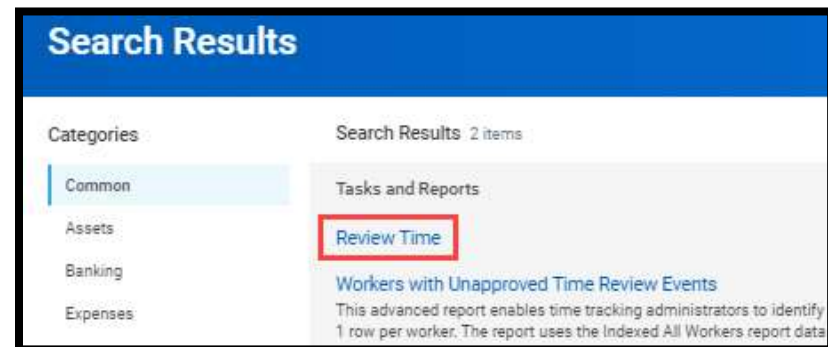
OR

2. From your **Home** page:

a. Type **Review Time** in the **Search** box



b. Select **Review Time** from the **Search Results**



Note: From this point, the remaining steps are the same

3. Select a **Date** – either by typing the date in the MM/DD/YYYY field or clicking on the **Month** icon
4. Leave **Review my direct reports only** box checked to see your team



Note: To view an individual worker's time, uncheck the **Review my direct reports only** box and type the name of the worker

5. In **Show**, select which workers you want to view
6. Leave **Period Schedule** box blank
7. Click **OK**

8. The table shows which workers have **Unsubmitted Hours** (indicated by the yellow flag icon), **Hours to Approve** and a **Breakdown** of the hours (**Overtime/Shift Premium**; **Regular**; **Total Hours**)



Note: The yellow flag icon will always be displayed next to your **Overtime exempt/Salaried** workers to ensure you review and approve.

9. You can easily move to **Previous Period** or **Next Period** by clicking the appropriate button at the top of the page
10. To see a breakdown of an individual worker's time, click on the name of the worker

< 11 of 17

Time Entries

Date Range: Sep 4 - 17, 2020

Job Title: [Blank]

View Absence Balances

Week 1		Week 2		Period Totals	
Friday	8	Friday	0	Paid Hours	41
Saturday	0	Saturday	0	Regular Hours	32
Sunday	0	Sunday	0	Overtime	0
Monday	9	Monday	0	Holiday Work Hours	0
Tuesday	8	Tuesday	0	Time Off	9
Wednesday	8	Wednesday	0	OT / Holiday Comp	0
Thursday	8	Thursday	0	Comp Accrual	0
TOTAL	41	TOTAL	0		

Entries to be Approved: All Entries

No entries to be approved

Enter Time for Worker

Entries Unable to be Approved

5 items

Reason	Date	Time Type	Time Calculation Tags	Quantity	Unit	Status	Worktags
Hours must be submitted before they can be approved	Fri, 9/4	Worked Hours	Hours Worked	8	Hours	Not Submitted	Function: 01
Hours must be submitted before they can be approved	Mon, 9/7		Paid Holiday	9		Not Submitted	
Hours must be submitted before they can be approved	Tue, 9/8	Worked Hours	Hours Worked	8	Hours	Not Submitted	Function: 01
Hours must be submitted before they can be approved	Wed, 9/9	Worked Hours	Hours Worked	8	Hours	Not Submitted	Function: 01
Hours must be submitted before they can be approved	Thu, 9/10	Worked Hours	Hours Worked	8	Hours	Not Submitted	Function: 01

Entries to be Approved: All Entries

No entries to be approved

Enter Time for Worker

11. Click the arrow in the top left corner to return to the **Review Time** page



12. Hours can be approved in one of two ways:

- a. To approve time for one or more employees, click the box under the **Time Period Summary** for each worker

< Review Time

Sep 4 - 17, 2020

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 17 items 2 selected

	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown		
					Overtime/Shift Premium	Regular Hours	Total Hours
<input type="checkbox"/>		0	0	0	0	0	0
<input checked="" type="checkbox"/>		41	0	0	0	41	41
<input checked="" type="checkbox"/>		0	41	0	0	41	41
<input type="checkbox"/>		0	0	0	0	0	0

Approve

- b. To approve all hours at once, click the check box in the first column of the header row (all boxes will then be automatically checked)

< Review Time

Sep 4 - 17, 2020

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

Time Period Summary 17 items All 17 selected

	Worker Name	Unsubmitted Hours	Hours to Approve	Approved Hours	Breakdown		
					Overtime/Shift Premium	Regular Hours	Total Hours
<input checked="" type="checkbox"/>		0	0	0	0	0	0
<input checked="" type="checkbox"/>		41	0	0	0	41	41
<input checked="" type="checkbox"/>		0	0	0	0	0	0
<input checked="" type="checkbox"/>		0	0	0	0	0	0

Approve

13. Click **Approve**

14. Review the information by clicking on the arrows to expand the sections

The screenshot shows a software interface for reviewing time tracking data. It is divided into two main sections: 'Time Not Approved' and 'Time Approved'. The 'Time Not Approved' section shows 0 items with a table that has columns for Worker Name, Job Title, Unsubmitted Hours, and Time Off Hours / Reason. The 'Time Approved' section shows 1 item with a table that has columns for Worker Name, Job Title, Approved Hours, and a breakdown of hours (Overtime/Shift Premium, Regular Hours, Total Hours). A 'Done' button is located at the bottom left of the interface.

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours / Reason
No Data			

Worker Name	Job Title	Approved Hours	Hours Breakdown		
			Overtime/Shift Premium	Regular Hours	Total Hours
		.41	0	.41	.41

Done

15. After completing your review, click 